Standard Operating Procedures for Quote Requests and Acceptance under Task Order D15PD00500

1. The GeoPlatform technical team identifies opportunities for support and coordination and if mutually agreeable, works with the customer to develop requirements package and IGE through market research with Geospatial Foundational Cloud Hosting Services (FCHS) vendor. If a bonafide need is established proceed to Step 1. If not the effort ceases.

2. Customer provides Requirements package including the Requirements Document and Independent Government Estimate to Contracting Office for review.

3. Contracting Office reviews the Requirements package and requests any clarifying details regarding the requirement (e.g. Labor Hour or Firm-Fixed-Price, Deliverables associated with the project, etc.).

4. Once the requirement is approved by the Contracting Office, the Requirements Document is submitted to the Contractor for a quote. This step will be completed by the Contracting Office.

5. While awaiting the quote from the Contractor, the Part B funding process will begin based on the Independent Government Estimate provided by the Customer. (See Funding SOPs for details regarding this process.)

6. Once the quote is received, the Contracting Office will review the quote to ensure it is compliant with the underlying IDIQ and Task Order's terms and conditions. Any contractual compliance issues are addressed with the Contractor at this time.

7. If the quote is contractually compliant, it is then forwarded to the Customer for a Technical review. If there are any issues with the quote, the Contracting Office will facilitate the resolution of any issues and/or questions to be addressed regarding the Contractor's quote.

8. Once the quote is finalized and all parties are in agreement regarding the technical and price quotes associated with the project, the Contracting Officer will modify the Task Order to add the project to the Order (provided the funding required for performance has been accepted and a PR has been issued).